

# Using APS Webmail

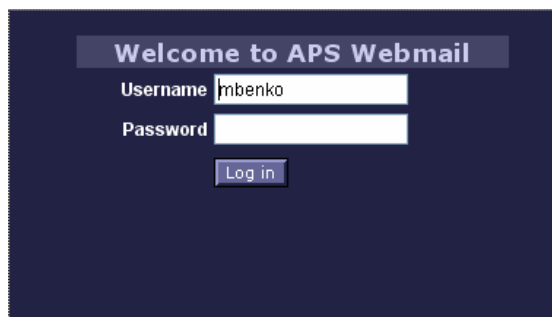
As an option to using APS' default email system (PINE) we have completed the steps necessary to allow APS users to begin using Webmail.

## To Use WebMail

1. Open Internet Explorer.
2. Type in the following address:

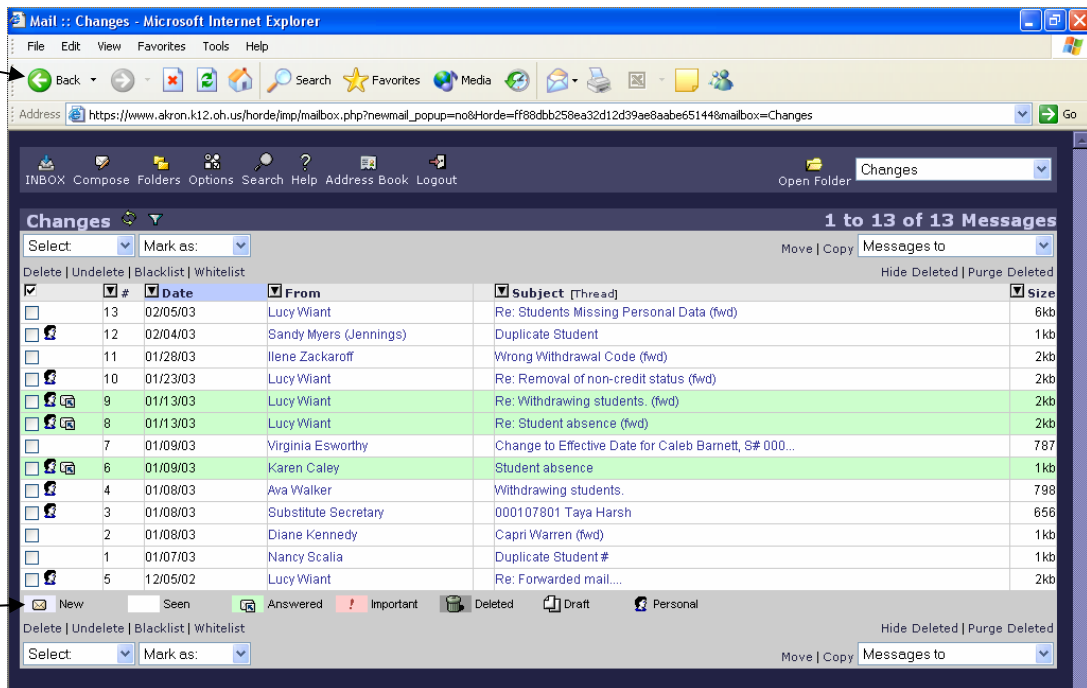
[www.akron.k12.oh.us/webmail](http://www.akron.k12.oh.us/webmail)

3. Type in your APS logon and password when the following window displays.



4. After logging on, the following main screen will display.

Back  
button



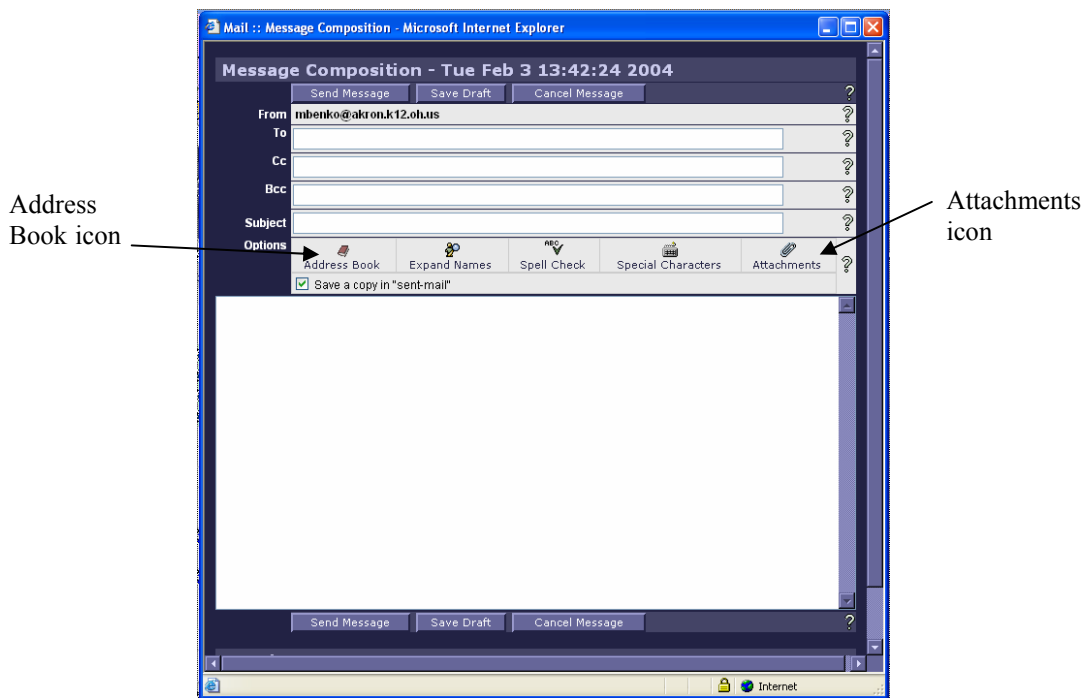
<input type="checkbox"/>	#	Date	From	Subject [Thread]	Size
<input checked="" type="checkbox"/>	13	02/05/03	Lucy Wiant	Re: Students Missing Personal Data (fwd)	6kb
<input type="checkbox"/>	12	02/04/03	Sandy Myers (Jennings)	Duplicate Student	1kb
<input type="checkbox"/>	11	01/28/03	Ilene Zackaroff	Wrong Withdrawal Code (fwd)	2kb
<input type="checkbox"/>	10	01/23/03	Lucy Wiant	Re: Removal of non-credit status (fwd)	2kb
<input type="checkbox"/>	9	01/13/03	Lucy Wiant	Re: Withdrawing students. (fwd)	2kb
<input type="checkbox"/>	8	01/13/03	Lucy Wiant	Re: Student absence (fwd)	2kb
<input type="checkbox"/>	7	01/09/03	Virginia Esworthy	Change to Effective Date for Caleb Barnett, S# 000...	787
<input type="checkbox"/>	6	01/09/03	Karen Caley	Student absence	1kb
<input type="checkbox"/>	4	01/08/03	Ava Walker	Withdrawing students.	798
<input type="checkbox"/>	3	01/08/03	Substitute Secretary	000107801 Taya Harsh	656
<input type="checkbox"/>	2	01/08/03	Diane Kennedy	Capri Warren (fwd)	1kb
<input type="checkbox"/>	1	01/07/03	Nancy Scalia	Duplicate Student#	1kb
<input type="checkbox"/>	5	12/05/02	Lucy Wiant	Re: Forwarded mail...	2kb

Symbols used  
for emails

Main Screen 1

## ***To Compose and Send Messages***

1. Click the 'Compose' link on the toolbar at the top of the screen to compose a message. A "message composition" window will pop up where you can type your message.



**Message Composition Window 1**

2. By default a copy of the sent message will be saved in your sent-mail folder.

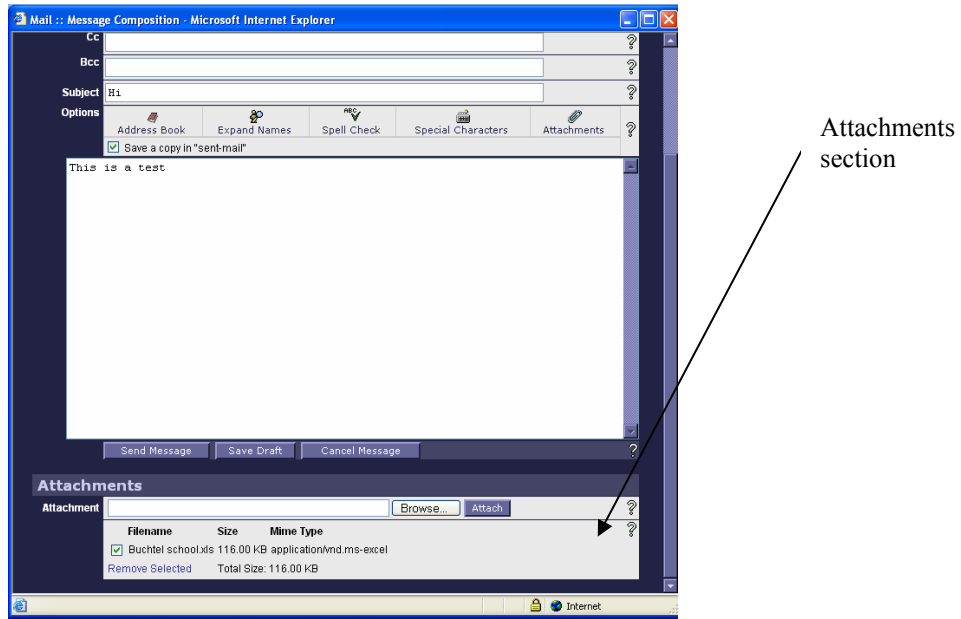
## ***To Read Messages that You Receive***

1. Messages that are sent to you are automatically put in the INBOX folder. You can also create other folders to store messages. To see a list of your folders, click on the down arrow on the right hand side of the 'Open Folder' list at the top right hand corner of your screen. Click the folder that you want to open and the messages contained in the folder you selected will be displayed.
2. To read a message, click the 'sender' or 'subject' link of the message.
3. To go back to your main screen, click on the back button at the top of your screen.

## ***Sending Attachments***

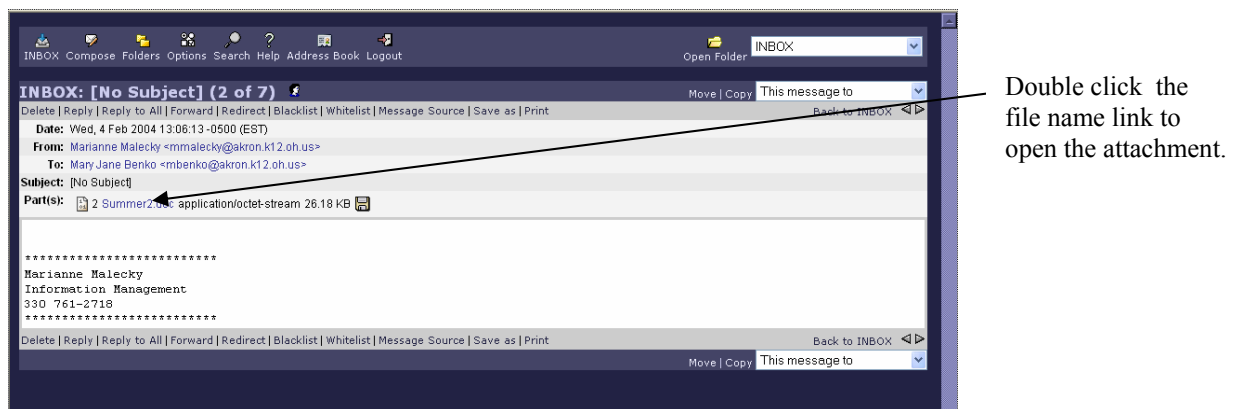
1. Click on the Attachments icon in the 'Message Composition' window. The bottom of screen will now have a Attachments section. (You may have to scroll down).

2. In the Attachment section (shown in the diagram below), click the Browse button to select a file from the PC directories. Double click the file name to select the file. The selected file will be shown in the Attachment window.
3. Click the Attach button, and the file name, size, and file type will be shown.
4. Click the Send Message button to send your message.
5. If you decide to remove the attachment before sending the message, check the box next to the file name at the bottom of the screen as shown in the diagram below. Then click the 'Remove Selected' link. The selected files will be removed from the attachment list.



## Receiving Attachments

1. Open the message that contains the attachment and the following will display:



### ***Saving Draft Messages***

1. When composing a message, click the Save Draft button at the top of the Message Composition window. The message will be saved as a draft in the drafts folder (this folder will automatically be created the first time you use the Save Draft button).
2. You can retrieve the draft messages by choosing the drafts folder from the Open Folder list at the top right hand corner of your screen.

### ***Replying and Forwarding Messages***

1. Open the message that you want to reply or forward to. When replying click the 'Reply' link at the top of the window to reply to the sender only or click the 'Reply to All' link to reply to the sender and all other recipients.
2. To forward a message, click the 'Forward' link and type in the addresses of the recipients.
3. Click the Send Message button to send your message.

### ***Deleting Messages***

1. Select the message to delete by clicking the checkbox to the left of the message.
2. Clicking the 'Delete' link either at the top or bottom of the page will mark your message for deletion with a line and also will put a trash can icon next to the checkbox.
3. Clicking the 'Purge Delete' link in the upper right corner will permanently remove your messages that are marked for deletion.

### ***Selecting and Marking Message***

1. To select messages, click on the down arrow by the Select pull-down list at the top of your screen. Choose All to select all of your messages or choose from one of the categories listed.
2. To mark messages, click on the down arrow by the Mark as: pull-down list at the top of your screen. Choose from one of the categories listed.
3. After marking messages, you can then select them by the category that they were marked.

## ***Moving or Copying Messages***

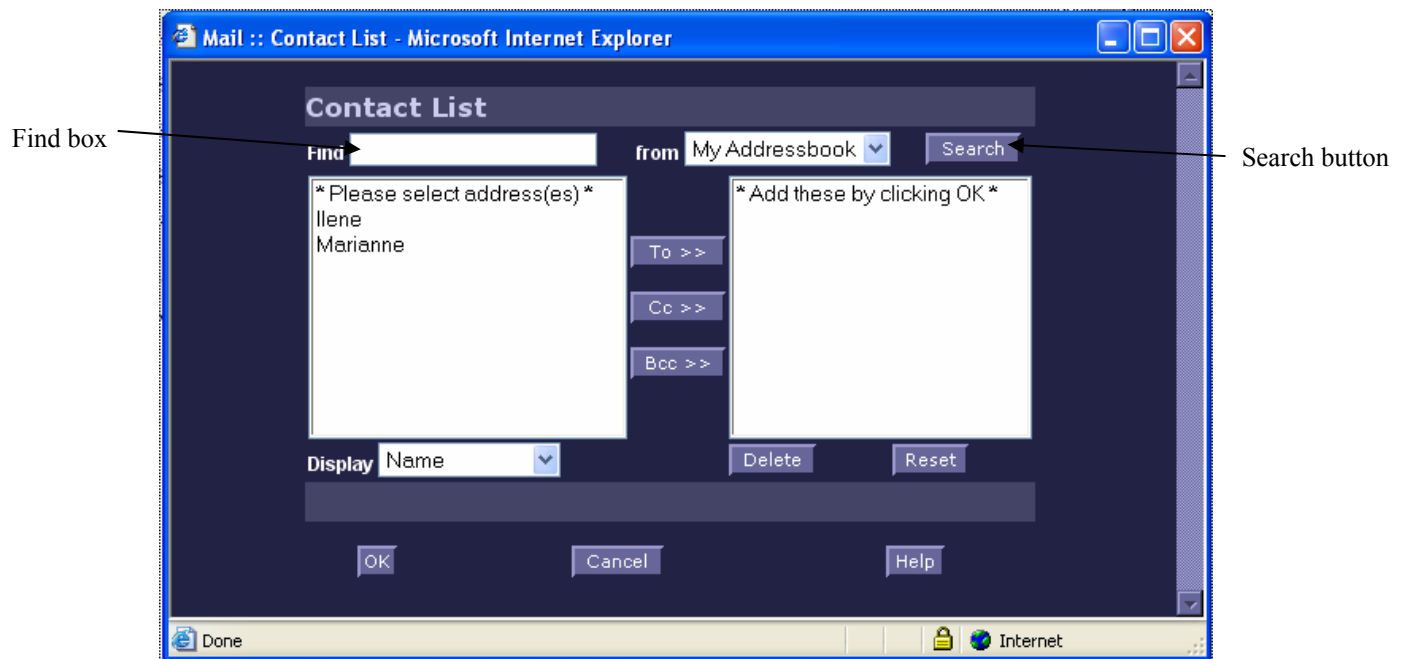
1. Select the message that you want to move or copy by clicking on the checkbox to the left of the message.
2. Select the folder that you want to move or copy the message to from the 'Messages to' pull-down list at the top or bottom of the screen on the right.
3. Click the 'Move/Copy' link which appears at the top or bottom of the screen on the right.

## ***Address Books***

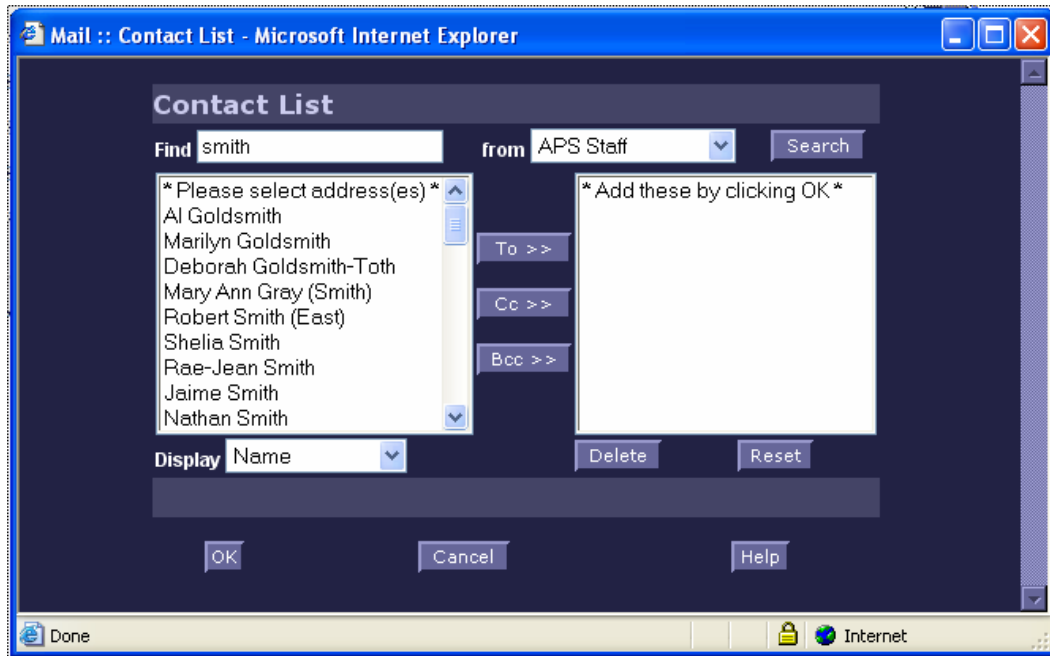
You have a personal and APS address book.

### ***APS Address Book:***

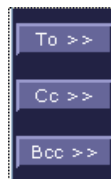
1. To use the APS Address book when composing a message, click on the Address Book icon in the message composition window. The following will display:



2. Type a name in the find box. Change the from entry to APS Staff.
3. Click on the Search button and the following screen will display:



4. Choose the name on the left hand side and click one of the following options



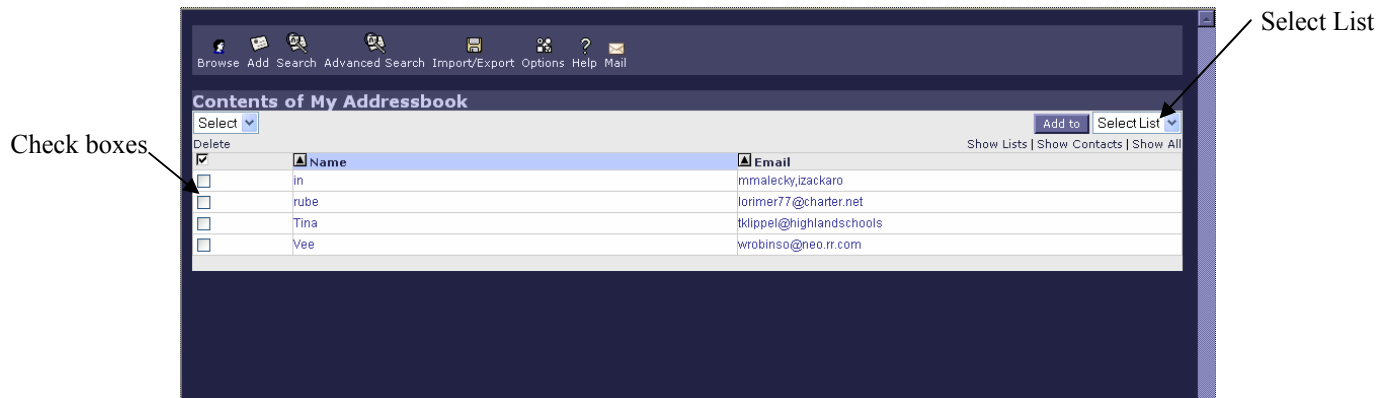
5. Click the OK button.

### ***Personal Address Book:***

1. To use your address book, click on the 'Address Book' link at the top of the main screen.
2. To browse the contents of your address book, click the 'Browse' link at the top of your screen.
3. To add an address, click the 'Add' link at the top of your screen. The mandatory fields are 'name' and 'email address'. When you finish inputting your data, click the Save button.
4. To search for a specific address, type in the name and click on the Search button.
5. To return to the main screen, click on the 'Mail' link at the top of your screen.

## ***Distribution Lists***

1. To create a distribution list, you must have the email addresses already in your personal address book.



2. Check the boxes on the left hand side of the email addresses that you want to add to a distribution list.
3. In the Select List drop down box on the right, select New List.
4. Click the Add to button to add the selected names to the list.
5. Type in a name for the distribution list and click OK.

*NOTE\*\* To send email to a distribution list, enter the name of the distribution list in the To/CC/BCC field. Click the 'Expand Names' link and all the email addresses in the distribution list will be shown in the field.*

## Searching

1. To search for emails, click on the 'Search' link at the top of the main screen and the following window will display:

Fields to search on

Select all

Folders to search in

2. Fill in the fields you want to search on.
3. Select the folders to search in. You can click on Select all to select all the folders.
4. Click on the Search button.

## Signatures

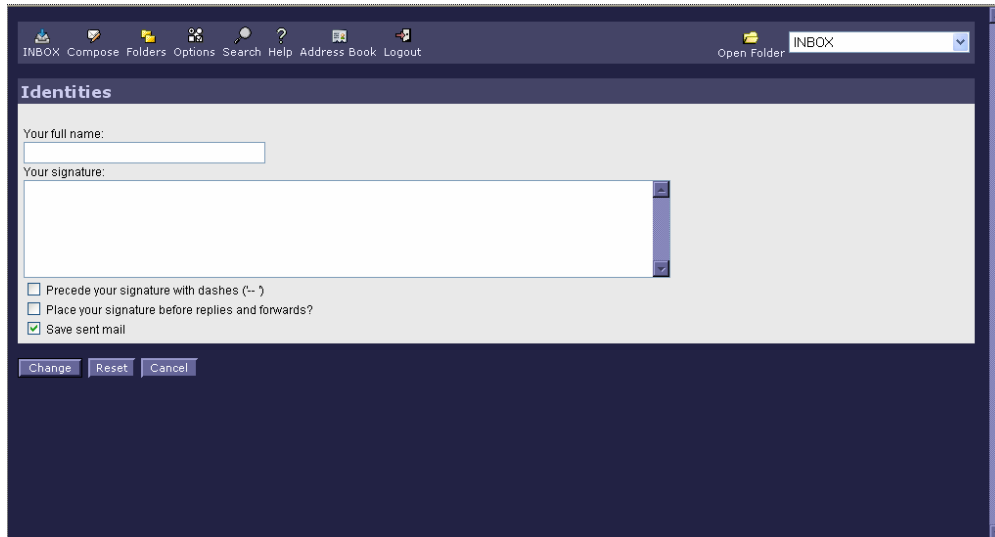
1. To create a signature/identity that people see when they read your emails, click the 'Options' link at the top of your main screen and the following screen will display.

Personal Information

Display Options

New Mail

2. Click on the 'Personal Information' link on the left side.
3. Click on the 'Edit your identities' link on the top left side of your screen and the following screen will display.



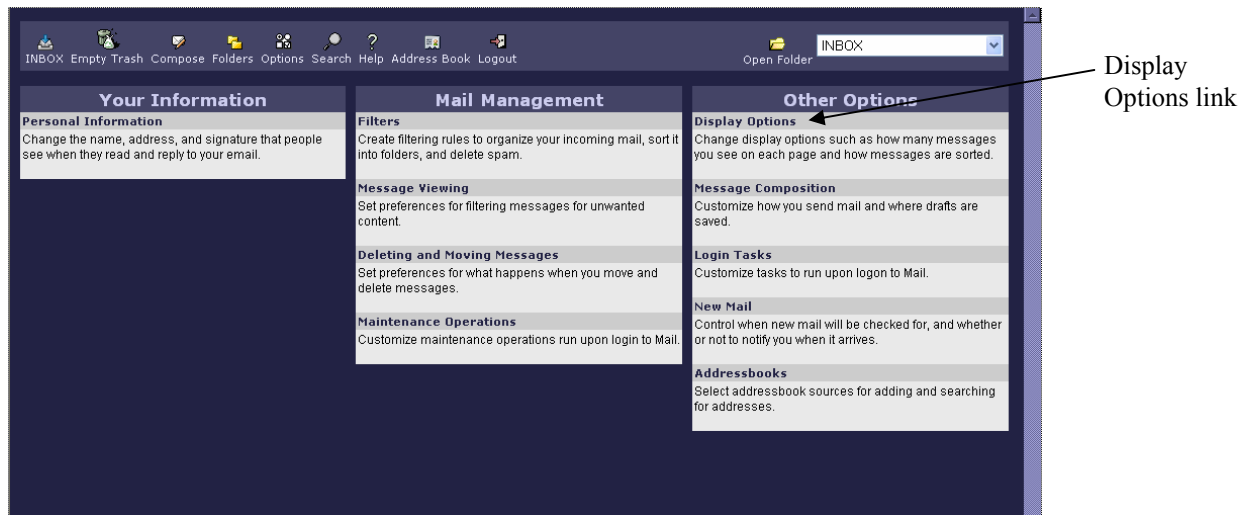
4. Type in your name and the signature that you want to appear in all your emails.
5. Click the Change button.
6. Click the Back button to go back to the screen that shows your emails.

### ***Notification of New Mail***

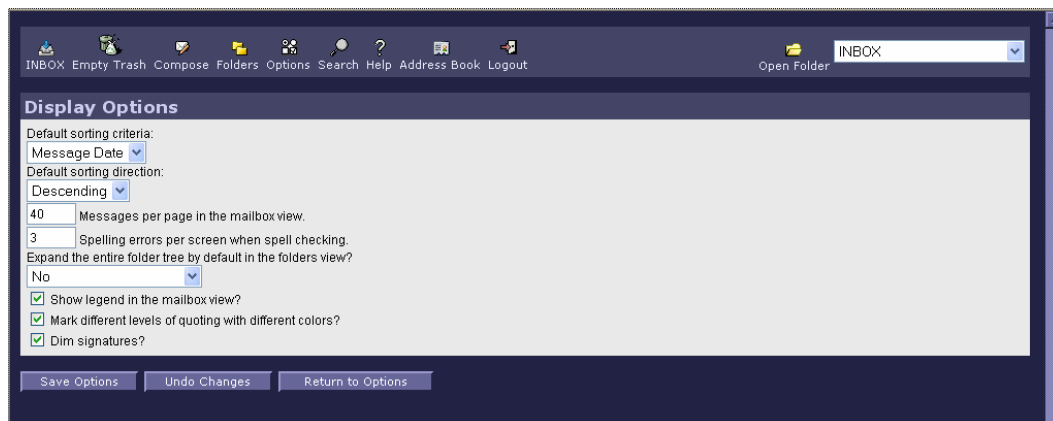
1. To display pop-up notification when you get new mail, click on the 'Options' link at the top of your screen.
2. Click the 'New Mail' link on the right hand side.
3. Place a check in the box to the left of "Display pop-up notification of new mail?"
4. Click the Save Options button.

## Display Options

1. To change display options, click on the 'Options' link at the top of your screen and the following screen will display.



2. Click on the 'Display Options' link and the following screen will display.



3. Make any changes that you want to the options.
4. Click the Save Options button to confirm the changes.